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Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

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*"To enrich lives through effective and caring service"*

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December 17, 2015

To: Supervisor Hilda L. Solis, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: Dave Chittenden  
Chief Deputy Director 

Subject: **REDUCED OPERATING HOURS FOR VEHICLE SERVICES AT  
KENNETH HAHN HALL OF ADMINISTRATION (HOA) AUTOMOTIVE  
GARAGE ON NEW YEAR'S EVE**

The ISD automotive garage located at the Kenneth Hahn Hall of Administration will close one hour early on Thursday, December 31, 2015 due to street closures surrounding Auto Park 18 for Grand Park New Year's Eve activities. As a result, the operating hours will be from 6:00 a.m. to 5:00 p.m.

ISD staff will be available during these hours to provide vehicle and maintenance services for Mall Serviced Vehicles, as well as access to pool vehicles. After-hour assistance will also still be available; simply call the garage office phone at (213) 974-9465 and it will be forwarded to staff cellular phones.

Please feel free to contact me should you have any questions. Additionally, your staff may contact Marie Nunez at (323) 267-2492 or [mnunez@isd.lacounty.gov](mailto:mnunez@isd.lacounty.gov).

DC:JS:MN:mat

c: ISD Board Deputies  
Chief Executive Officer  
Chief Operating Officer  
Executive Office, Board of Supervisors  
Department Heads